

CHIEF FIRE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves considerable skill and responsibility in the supervision of fire alarm operations pertaining to the receiving and transmitting of alarms and all work incidental thereto.

An employee of this class is directly responsible for training of all dispatchers, the efficient receiving of alarms over the type of systems in service and/or those that may be placed in service in the future, providing for keeping of records related to alarm operation, and accurately dispatching men and equipment by use of pre-determined plans.

The chief fire alarm operator shall be in full charge of the fire alarm dispatching division of the fire department and shall be directly responsible to the fire chief for the proper and efficient performance of the duties involved.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and directs the departmental activities of the personnel assigned to the fire alarm dispatching division.

Directs the dispatchers in the use of radio, switchboard, street index files, and all other equipment in connection therewith.

Maintains all index files, territory, district, and response maps as may be adopted or altered.

Personally prepares or supervises the preparation of all records and reports of operation of the alarm system; provides for the maintenance of such.

Checks on all equipment at fire alarm headquarters and reports any damage or failure in performance to the proper authority.

Directs custodial duties at fire alarm headquarters and sees that the building is maintained in a neat and orderly condition at all times.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United State, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least five (5) years of experience with a paid fire department operating fire communications equipment in the fire communications division.

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